



**Office of the City Clerk**  
**BOARDS, COMMITTEES & COMMISSIONS**

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**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

**CREATED BY:**

Res. No. 10582, Adopted September 5, 1978  
Res. No. 11251, Adopted August 4, 1980  
Res. No. 14654, Adopted October 17, 1988  
Res. No. 16392, Adopted September 7, 1993  
Res. No. 17826, Adopted October 20, 1997

**MEMBERS:**

15 members. The Mayor and each Council Member shall each appoint two members. The Community Services Department Director shall appoint one member. One appointment by each Council Member shall be a resident of the respective appointing official's ward and one of the Mayor's appointees shall be a city resident. The remaining Mayor and Council appointments must be city residents and shall represent the following categories:

- 1 - Representative who is of low to moderate income
- 1 - Representative who is a senior citizen
- 1 - Representative who is disabled
- 1 - Representative who is a youth
- 1 - Representative who is a minority
- 1 - Representative of the housing construction industry
- 1 - Representative of a financial institution

**QUORUM:**

8 members

**QUALIFICATIONS:**

None specified.

**TERMS OF OFFICE:**

Members appointed by the Mayor and each Council Member shall be coterminous with the appointing official. Member appointed by the Director of Community Services shall serve two-year term.

**CONFLICT OF INTEREST:**

Anyone who should reasonably know that he or she may or will receive a proprietary or pecuniary benefit (other than merely as a member of the general public or as an equal member of a class of persons) as a direct or indirect result of the activities of the CDAC shall not be a member of the committee. After an individual becomes a member of the CDAC, it will be their responsibility to determine whether they have a personal party-in-interest conflict and either abstain from voting in regard to a specific matter under discussion, or where the defined conflict is broad-based, submit their resignation. In either case, the chair shall be advised of the recognized conflict.

**FUNCTIONS:**

- a) The development of a comprehensive Three Year Plan for consideration by CSD and the Mayor and Council through the utilization of records of past performances, proposal submissions, and an assessment of citizen needs.
- b) Consistent with the three year plan, the consideration an evaluation of project proposal submissions and the formulation of recommendations to the Mayor and Council in regard to proposed program year funding requirements.
- c) Recommendations to the Mayor and Council and CSD regarding the allocation of current program year contingency funds and/or unspecified local option funds.
- d) Recommendation to the Mayor and Council and CSD regarding the re-programming of funds declared excess to the requirements of past program years as a result of project completions or eliminations or through the reduction in scope of previously approved projects.

- e) Oversight activity regarding the usage of funds in approved projects to ensure that all requested funding be utilized within the program year for which requested. All multiple year project proposals to be conditioned on this program year funding concept and proposed year funding requests are to be adjusted as necessary.
- f) Project amendments and other changes consistent with current directives and the established three-year plan.
- g) Such other responsibilities as may be designated by the Mayor and Council.

**OPEN PUBLIC MEETING LAW REQUIREMENTS:**

This public body must comply with all provisions of the Open Public Meeting Law, including that a record of all meetings be maintained. The Mayor and Council has directed that records of public hearings shall be maintained and made available by CSD during normal working hours for citizen review upon request.

**SUPPORTING DEPARTMENT:**

Community Services Department -- 791-4171